

Still Images Day 6

Adobe InDesign

- Package
 - Creates a copy of the project file and all linked files
 - Can copy fonts used in the project as well if selected
 - The resulting folder is correctly set up to send to a printer who wants the InDesign file
 - Also an easy way to make a backup copy with all required materials
 - With the file open
 - *File > Preflight*
 - or Command-Option-Shift-F
 - click through the sections on the left and note any exclamation points in the dialog box
 - images in RGB color space generate warnings, but are fine for moving/archiving
 - if you're sending files to your printer, check with them for color space requirements for images first
 - if there are any warnings besides RGB color space, resolve the problems before proceeding
 - *File > Package*
 - or Command-Option-Shift-P
 - if a warning about “possible problems” appears, click “view info”
 - see the preflight section above for how to treat various warnings
 - cancel packaging if warnings require action, fix them before retrying packaging
 - if prompted to save project, do so
 - if sending to a printer, fill out instructions and contact info, or leave blank and click “continue”
 - select a location for the packaging folder
 - be sure that “copy fonts”, “copy linked graphics”, and “update graphic links in package” are selected
 - other options may be selected if needed, but usually are unnecessary
 - click “save”
 - when presented with the “font alert”, read it and click “ok” to proceed
 - if you decide not to copy fonts after reading it, click “back” and uncheck “copy fonts”
 - InDesign copies all images, fonts and related files to the new folder, and makes a copy of your project file in that folder. This may take a few minutes depending on the size of your document
 - Finally, InDesign opens the new copy of the file in the package folder
- Export as PDF
 - Creates a copy of the project as a PDF for distribution or to send to a printer
 - The PDF is not editable as an InDesign project
 - not suitable as a backup for things that you might edit further
 - PDF general information
 - Portable Document Format
 - created by Adobe
 - includes fonts, images, other data in a single document for distribution
 - viewable with Adobe Acrobat Reader
 - or a number of other programs, including Preview
 - To create a PDF from an open InDesign file
 - *File > Adobe PDF Presets > [choose one]*
 - Standard, High Quality Print, or Smallest File Size are good choices generally
 - Smallest File Size for web distribution where printing quality is a secondary consideration
 - High Quality Print for distribution where the end format is desktop printing
 - Press Quality for sending to a third-party printer for output
 - or *File > Export*
 - then choose “PDF” from the dropdown for file format
 - Give the PDF a file name and choose where to save it
 - In the Adobe PDF window, select the desired pages to export
 - All to export all
 - or enter a Range to export a portion of the document
 - to format the PDF as spreads rather than single pages, check the “Spreads” box
 - click “Export”

- wait for InDesign to generate the PDF document – this may take a while for larger documents
- extended options in Adobe PDF window
 - generally don't need to be altered
 - can be changed to produce a file more suited to specific output needs
 - Acrobat version compatibility
 - marks and bleeds
 - image compression
- Imposition using InBooklet
 - Part of InDesign
 - InBooklet does imposition for you
 - reorders reader spreads into printer spreads automatically
 - supported layouts
 - 2-up Saddle Stitch
 - most commonly used
 - 2-up Perfect Bound
 - 2-up Consecutive
 - 3-up Consecutive
 - 4-up Consecutive
 - To impose a 2-up Saddle Stitch document
 - Open the document in InDesign
 - *File > InBooklet SE*
 - To make a new document rather than print directly
 - check “New Document” at bottom left
 - only possible if no objects span a spread
 - In Layout section
 - Select “All” or range of pages to impose
 - Select “2-up Saddle Stitch” as style
 - Set margins to be added to the document pages when preparing imposed pages
 - Set bleed as desired
 - Set creep if desired – default of 0 is fine for most short booklets.
 - Creep adjusts for the thickness of interior pages (the two pages on the outermost spread need more space between them than the intermost spread)
 - In Printing section
 - Select “All” or range of spreads to print
 - spreads are shown in preview section of InBooklet window
 - Printer's Marks
 - crop marks
 - show where to trim pages
 - registration marks
 - provide targets to align colors in multiple color printing
 - bleed marks
 - show where bleed extends to outside crop area
 - gray bars
 - provide 10% tint steps to aid printer in controlling ink density
 - color bars
 - provide CMYK color squares to aid printer in controlling ink density
 - page information
 - provides file name, page number, current date/time, and separation name in upper left corner
 - requires ½ inch along the horizontal edge
 - text
 - provides space for free entry of any additional information required
 - positioned in lower left corner of page
 - Offset controls spacing of marks
 - Weight controls thickness of marks
 - In Preview Section

- shows how pages will be transformed into spreads
- left and right scroll to see all spreads
- Finishing up
 - If printing, click “print” and go through the printer dialog
 - if creating a new document, click “OK”
 - if trying to create a new document with objects spanning multiple pages, print, then print as a PDF